



CIRCE Ltd

Job Description

Title Skills Broker Manager (Chemicals and Bioscience Cluster)
Reports to CIRCE Chief Executive & Broker Steering Group
Location CIRCE Limited, Castleford, West Yorkshire

Type of Appointment Fixed Term to 31.03.2006 (with renewal potential)

Main Purpose of Job

To manage and deliver a training & skills development project for the Chemical and Bioscience companies within the West Yorkshire area.

To enable companies within the cluster to increase their investment in skills development and improve their performance.

To work within the CIRCE team and manage a substantial project with defined objectives and targets.

To make use of public funds to subsidise appropriate training activities within the Clusters businesses at 70% funding level.

Principal Accountabilities

1. Provide management information and intelligence to CIRCE Chief Executive and the Skills Broker steering group as appropriate.
2. Establish mechanism for gathering and acting on feedback from employers, learners and providers in relation to quality of provision.
3. Work with training providers to assist their capacity and ability to deliver the Chemical and bioscience cluster needs. Tendering and contracting with the training providers for provision to the client companies.
4. Identify and prioritise workforce development needs for the chemical and bioscience cluster and work with partners to develop flexible and creative responses and solutions to meet needs.
5. Promote CIRCE as a Skills Broker including representing externally at all levels and through attendance at events, exhibition, presentations and campaigns and through support for all team marketing activities. Excellent communication skills will be required in order to develop and maintain effective relationships with partners and client companies.